THE WORKPLACE INNOVATION CENTRE

RESPONDING TO THE CHALLENGES OF A NEW AGE

WORKPLACE INNOVATION CENTRE

THE WORKPLACE INNOVATION CENTRE

ANNUAL REPORT

1986–1987

Manitoba

Minister of
Employment Services
and Economic Security

Room 357
Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

June 19, 1987

The Honourable George Johnson
Lieutenant-Governor of the Province of Manitoba

May it please your Honour:

I have the honour of presenting to you the Annual Report of The Workplace Innovation Centre for the fiscal year ended March 31, 1987.

This report records the activities of the Centre in the first full year of operation.

Len Evans, Minister

WORKPLACE INNOVATION CENTRE

June 19, 1987

The Honourable Len Evans
Minister of Employment Services
and Economic Security, and
Minister Responsible for the
Workplace Innovation Centre

Dear Sir:

We have the honour of presenting to you the Annual Report of the Workplace Innovation Centre for the fiscal year ended March 31st, 1987.

Maggi Hadfield
Chairperson
The Workplace Innovation
Centre

Terry Hercus
Vice-Chairperson
The Workplace Innovation
Centre

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MISSION STATEMENT

The Workplace Innovation Centre was established by an Act of the Legislature of the Province of Manitoba and provided with initial funding from the Manitoba Jobs Fund. It is governed by a Board of Directors of fourteen members representing the sectors most concerned with innovation in the workplace. The purpose of the Centre is to address the human dimensions of technological change through the involvement of business, labour, education, government and the community in innovative ways of working together. Consistent with this purpose, the Centre has adopted the following Mission Statement:

> The Workplace Innovation Centre shall assist management and employee groups to identify and address collectively the problems and opportunities associated with the introduction of innovative socio/technical systems to the workplace. In order to ease the impact of introducing innovative change to the workplace, the Centre shall provide education, consultation and research services to organizations within the Province of Manitoba.
>
> In its pursuit of this mission, the Centre will emphasize:
>
> 1. The co-operative approach between management and employee groups.
> 2. The pro-active channelling of potential problems into opportunities for growth.
> 3. The progression of the Centre toward self-sufficiency.

CHAIRPERSONS' REPORT

The first full year of existence of the Workplace Innovation Centre was devoted to building the Centre's organization, determining start-up and medium-term priorities, and to commencing the Centre's services to the public.

The Board has adopted four Standing Committees:

1. Planning Committee
2. Personnel Committee
3. Finance Committee
4. Executive Committee

Each Committee has a chairperson elected by the Board of Directors.

PLANNING COMMITTEE
The Planning Committee established initial priorities and guidelines for the staff to follow in refining objectives for the Centre. These guidelines cover the areas of:

1. Education
2. Research
3. Consultation

The education role for the Centre consists of informing the public of the problems and opportunities of technological change. The Centre does not intend to be directly engaged in research; however, it is hoped that the Centre could encourage relevant research on technological change. It is planned to develop a high quality reference facility to assist people interested in the subject of technological change in the workplace. Consultation on innovation in individual workplaces is the area where the Centre will be most active as it moves from start-up to long-term priorities in the following year.

The Planning Committee and staff will be completing a Strategic Plan which will be the basis for establishing the transition from short to long range objectives for the Centre.

PERSONNEL COMMITTEE
The Personnel Committee coordinated the search for an Executive Director resulting in the appointment of Mr. John Roll to the positon in October, 1986. Final staffing of the Centre's full complement of three positions was completed in March, 1987. The Committee has also developed Personnel Policies and Procedures for the Centre and is at year-end preparing a benefits package for the Centre's staff.

FINANCE COMMITTEE
The Finance Committee is chaired by the Treasurer. It has established a working budget and has appointed an accountant to assist in the monthly financial reports and the year-end financial statements. The Provincial Auditor's Office has provided useful advice and is responsible for undertaking the annual audit.

EXECUTIVE COMMITTEE
The Executive Committee is made up of the Chairperson and Vice-Chairperson of the Board of Directors, and the Committee Chairpersons. This Committee meets prior to each Board of Directors meeting to coordinate the activity of the Committees and to make recommendations to the Board on major aspects of Board policy and direction for the Centre.

By fiscal year-end, the Board of Directors had formally adopted By-laws for the Centre, were finalizing the Personnel Policies and Procedures submitted by the Personnel Committee and were providing guidance to the Centre's strategic planning process.

Following an ambitious period of organization-building and start-up activities in 1986-1987, the Board looks forward to the challenge of addressing the Centre's mandate fully in its services to the public in 1987-1988.

Maggi Hadfield
Chairperson

Terry Hercus
Vice-Chairperson

EXECUTIVE DIRECTOR'S REPORT

The activities of the staff have been concentrated in three main areas of concern:

1. Education
2. Research
3. Consultation with Clients

EDUCATION

Part of the Centre's mandate is to educate the public, business and labour groups in the effects of new technology as it concerns the employee in the workplace.

To this end, we have developed a brochure describing the Centre's services and inviting organizations to contact the Centre for advice and assistance. We have also sponsored two speaking engagements and a conference. The first speaker was Dr. Wallace Clement of Carleton University in Ottawa. Dr. Clement is well known for his research into the social effects of new technology in the mining industry. Dr. Clement spoke in Winnipeg and Thompson where he gave a lecture dealing with the mining industry. Both engagements were well received and the Centre obtained very good media coverage. We also co-sponsored with the University of Winnipeg a two day conference dealing with technological change. The theme of this conference was "New Challenges for Labour and Management". We had four principal speakers: Dr. Stephen Hill of the London School of Economics; Dr. Larry Hirschhorn of the Wharton Centre for Applied Research, University of Pennsylvania; Reg Basken, National Director of the Energy and Chemical Workers Union; and Kaye Desborough, Consultant for the National Federation of Nurses Associations.

The conference proceedings were taped and it is our intention to have the talks of the principal speakers recorded for circulation. Dr. Hill travelled to Brandon after the Winnipeg conference, where under the sponsorship of the Centre, he spoke to audiences at Brandon University and the Brandon Labour Council.

We have also been active in carrying our message to the public through public speaking engagements. The Executive Director has attended numerous meetings with labour and management groups and women's associations, describing the mandate of the Centre. The Executive Director was invited to be a member of panel discussions at the Miconex '87 conference in Winnipeg in April, 1987 and at a conference sponsored by the Manitoba Federation of Labour dealing with the subject of technological change. It is intended that these activities will continue and will become more frequent as the Centre becomes better known.

RESEARCH

It is not the Centre's intention to become directly involved with research; however, we feel that the Centre must have a good knowledge of the literature available in the field of technological change and its effects on employees in the workplace, and be able to make this information base available to clients and the public.

CONSULTATION

The third area of the Centre's activity is that of consultation, whereby the Centre works with clients in planning the introduction of new technology. It is our intention to encourage the co-operative approach to problem-solving when dealing with new technology and its implications on the workplace. We have had requests from a variety of companies and workplaces asking for assistance.

We have made contacts with — and provided assistance to — agencies in the health care field, and in the metal fabrication, transportation and parts distribution industries. Our prime market is the small enterprise with less than one hundred employees.

J.M. Roll
Executive Director

Manitoba

THE WORKPLACE INNOVATION CENTRE

REPORT OF THE PROVINCIAL AUDITOR'S OFFICE

We have examined the financial statements, being Exhibits A and B, of The Workplace Innovation Centre for the fiscal periods ended March 31, 1986 and 1987. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of The Workplace Innovation Centre as at March 31, 1986 and 1987 and the results of its operations for the periods then ended in accordance with the accounting policies stated in note 2 to the financial statements consistently applied during the periods.

J. W. Singleton, CA,
Assistant Provincial Auditor.

June 10, 1987
Winnipeg, Manitoba.

Exhibit A

WORKPLACE INNOVATION CENTRE
Balance Sheet
as at March 31, 1986 and March 31, 1987

Assets

	1987	1986
Current		
Cash on hand and in bank	$ 68,758	$ —
Funds on deposit with the Minister of Finance	150,176	38,969
Accrued interest receivable	1,192	—
Prepaid expenses	4,043	—
	224,169	38,969
Fixed, at cost (Note 2b)		
Furniture and equipment	53,995	—
Leasehold improvements	7,483	—
	61,478	—
	$ 285,647	$ 38,969

Liabilities & Fund Balance

Current		
Accounts payable	$ 6,651	$ 301
Total liabilities	6,651	301
Investment in fixed assets (Note 2b)	61,478	—
The Workplace Innovation Centre Fund		
— Funds retained for working capital and future operations:		
Balance, beginning of year	38,668	—
Excess of revenues over expenditures for the period, Exhibit B	178,850	38,668
Balance, end of year	217,518	38,668
	$ 285,647	$ 38,969

Exhibit B

THE WORKPLACE INNOVATION CENTRE
Statement of Revenues and Expenditures
for the period February 1, 1986 to March 31,1986
and the year ended March 31, 1987

	1987	1986
Revenues:		
Grants received from the Government of the Province of Manitoba — Jobs Fund (Note 3)	$ 360,000	$ 40,000
Interest	10,144	—
	370,144	40,000
Expenditures:		
Accounting and audit	3,700	—
Board travel and expenses	5,408	1,245
Conference and seminar presentations	11,451	—
Consultant's fees and expenses	3,673	—
Equipment and furnishings	53,995	—
Equipment rental, maintenance and repairs	3,329	—
Leasehold improvements	7,483	—
Miscellaneous	740	40
Office supplies, printing and postage	8,229	47
Rent — office and parking	13,694	—
Salaries and benefits	64,206	—
Staff recruitment and development	8,848	—
Staff travel and expenses	4,270	—
Telephone	2,268	—
	191,294	1,332
Excess of revenues over expenditures, Exhibit A	$ 178,850	$ 38,668

THE WORKPLACE INNOVATION CENTRE

Notes to Financial Statements

March 31, 1987

1. **Incorporation and Function**

The Workplace Innovation Centre was established in 1985 by an Act of the Legislature, Chapter 18. Bill 40, The Workplace Innovation Centre Act. It commenced operations on February 1, 1986.

The Centre was established to address the human dimension of technological change through the involvement of business, labour, education, government and the community in innovative ways of working together to promote the principle of equitable distribution of the risks and rewards of technological change.

2. **Accounting Policies**

a) **General**

The accompanying financial statements have been prepared on an accrual basis, except that purchases of fixed assets are charged to operations in the year of acquisition.

b) **Fixed Assets**

The balance sheet reflects fixed assets at cost with a corresponding credit to "Investment in fixed assets". The Centre's policy is to remove the cost of all physical assets from the accounts which have

— become obsolete during the year,
— been sold or otherwise disposed of during the year, or
— in the case of leasehold improvements, a full write-off will be recorded at the termination of the lease period, including any renewal option periods.

3. **Funding Authority**

The Government of the Province of Manitoba approved $1,200,000 funding to the Centre over three years from the Jobs Fund. Of this amount, $1,000,000 is to be provided from the MGEA Trust Fund, as approved by the Economic Resource Investment Committee/Jobs Fund Board. At March 31, 1987, $400,000 has been received by the Centre from the MGEA Trust Fund.

BOARD OF DIRECTORS

REPRESENTING LABOUR

Maggi Hadfield	Communications and Electrical Workers of Canada, Winnipeg — Chairperson
Jim Anderson	International Woodworkers of America, The Pas
Vera Chernecki	Manitoba Organization of Nurses Associations, Winnipeg
Keith Norton	Canadian Union of Public Employees, Winnipeg

REPRESENTING BUSINESS

Terry Hercus	University of Manitoba, Winnipeg Vice-Chairperson
Murray Auld	Former President, Bristol Aerospace, Winnipeg
John Fulton	INCO Limited, Thompson
Sandra McKnight	The Manitoba Co-operator, Selkirk

REPRESENTING THE GOVERNMENT OF MANITOBA

Roxy Freedman	Manitoba Employment Services and Economic Security, Winnipeg
Doris Mae Oulton	Manitoba Women's Directorate, Winnipeg

REPRESENTING POST SECONDARY EDUCATION

Errol Black	Brandon University, Brandon
Joel Novek	University of Winnipeg, Winnipeg

MEMBERS-AT-LARGE

Fred McGuinness	Brandon Sun, Brandon
Sharon Reilly	Manitoba Museum of Man and Nature, Winnipeg

STANDING COMMITTEES

Executive Committee, Maggi Hadfield, Chairperson
Finance Committee, Vera Chernecki, Treasurer
Personnel Committee, Doris Mae Oulton, Chairperson
Planning Committee, Keith Norton, Chairperson

STAFF MEMBERS

John Roll, Executive Director
Helen Maupin, Project Co-ordinator
Irene Hayton, Administrative Assistant